

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Executive Board Meeting**  
**Thursday, September 1, 2005**  
**7:45 am**  
**MRCOG, 809 Copper, NW- First Floor Conference Room**

**Call to Order-** 8:07 a.m. – John Sapien

**Present**

Martha Binford  
Bob Davey  
Judy LeJeune  
Rita Logan  
Mary Lee Martin  
Virginia Murphy  
John Sapien

**Quorum was Established**

**Excused**

Charles Aguilar  
Jeff Armijo  
Gwen Manfre  
Mike Swisher

**Approval of Thursday, September 1, 2005 Agenda**

**Motion:** Bob Davey  
**Second:** Judy LeJeune  
**No Discussion**  
**Action:** Passed by voice vote

**Tab 1: Approval of Minutes, Executive Committee: August 4, 2005**

**Motion:** Bob Davey  
**Second:** Judy LeJeune  
**No Discussion**  
**Action:** Passed by voice vote

**Tab 2: Monthly Expenditure Report- by Bob Davey**

- Mr. Davey explained the monthly expenditure report of the month ending August 31, 2005
- Questions Followed**

## FINAL ACTION ITEMS

**Three Final Action Items were discussed and voted on- All three were passed by voice vote**

**Passed**

- Approval of WFCP-09-05, Interpreter Contract between Community Outreach Program for the Deaf (COPD) and WCCNM
- Approval of Addendum to WCCNM Five-Year Plan
- Approval of WFCP-10-05, Consultant Contract between Adrienne R. Smith and WCCNM

**Tab 3: Approval of WFCP-09-05, Interpreter Contract between Community Outreach Program for the Deaf (COPD) and WCCNM- Background and Introduction by Patrick Newman**

- The WCCNM is required by federal legislation to provide services to all persons, no matter their race, national origin, gender, sexual orientation, age or handicap.
- Due to this requirement, the deaf population has the right to access all WIA services with sign language interpreters to be provided by the WCCNM.
- In August 2004, the WCCNM approved a one year contract with COPD to perform interpreter services for WCCNM participants.
- The original term of the contract was for one year beginning August 2004, ending June 30, 2005 with the option to extend the agreement for one additional one-year term.
- Staff recommendation is to exercise the one-year extension ending June 30, 2006 allocating three thousand (\$3,000.00) for this contract.
  - **Section 3 should read: *the term of the Agreement is extended for one additional term beginning September 1, 2005 to June 30, 2006.***

**Motion: Martha Binford**

**Second: Rita Logan**

**Discussion Followed**

**Action: Passed by voice vote**

**Tab 4: Approval of Addendum to WCCNM Five-Year Plan- Background and Introduction by Patrick Newman**

- Mr. Newman explained the process for development of the WCCNM Local Five-Year Plan.
- Federal law requires local Boards to develop a Five-Year Plan and to make it available to the public as well as with the State Administrative Entity.
- In November 2004, the Board approved the current Five-Year Plan. Concurrence and adoption by the Chief Elected Officials followed.
- After review of the Plan by the Office of Workforce Training and Development, and in accordance with WIA Section 118, additional elements were required to make the Plan fully compliant with USDOL directives.

- Staff recommends approval of the Addendum to the WCCNM Five-Year Plan.

**Discussion and Questions Followed**

**Motion: Bob Davey**

**Second: Virginia Murphy**

**No Discussion**

**Action: Passed by Voice Vote**

**Tab 5: Approval of WFCP-10-05, Consultant Contract between Adrienne R. Smith and WCCNM-  
Background and Introduction by Lawrence Rael**

- Currently the WCCNM is pursuing an employer outreach plan that will promote the economic vitality of the Central Region and address the employment needs of its businesses, job seekers, and system partners.
- This consultant contract will mainly be for development and presentation of the industry driven model for the Board Planning Retreat, preparation of the final report from the retreat, and various other activities pursuant to the scope of work outlined in the contract.
- The term of this Agreement is effective on September 6, 2005 and shall continue in effect until June 30, 2006, allocating up to fifteen thousand- five hundred dollars (\$15,500.00) for this contract.
- Staff will consult with the Chair on tasks performed through this contract.

**Discussion and Questions Followed**

**DISCUSSION ITEMS**

**Tab 6: Employer Outreach MOU Update and Final Reports- by Pat Newman and Lawrence Rael**

- In March and April 2005, Memorandums of Understanding (MOUs) were entered into with economic development organizations in each of the four counties in the central area to increase outreach to business and industry.
- These MOUs were meant to connect local business with the services of the WCCNM One-Stop Centers as well as inform the community of the WCCNM program.
- Mr. Rael stated that a letter had gone to OWTD requesting 10% monies to help fund this initiative.
- Staff will work with the Business Outreach Committee to develop an outline of measurable deliverables to be included in each scope of work for any future employer outreach MOUs.
- Mr. Rael stressed the importance of local economic development organizations working together and that WCCNM not be the only funding source for future economic development partnerships and MOUs.
- Staff will continue to update the Board on this issue.

**Discussion and Questions Followed**

**Tab 7: TANF Update- by Jackie Ingall, Gwen Nutter and Lloyd Aragon**

- July 1, 2005 the WCCNM officially took over the TANF program with a seemingly seamless transition.
- The TANF plan has been accepted by the OWTD and has been sent to HSD for approval.

- Participants have not and will not see a stop in services, and all offices are open for business.
- All four TANF sites are up and running with Torrance and Valencia fully staffed and Sandoval and Bernalillo with some openings pending.
- Performance is expected to decrease next month due to transition, however, sanctions do not begin until the end of October.
- The Board and staff need to establish the information that is expected on all performance reports, these reports will then be reviewed by the performance and monitoring committee and the Board.
- The Valencia WCCNM One-Stop lease has been signed, therefore, WIA and TANF will be co-located in the same building by October 1, 2005.
- Staff, Providers and Partners have been meeting to develop a resource sharing plan to help with full integration.
- Staff will continue to update the Board on this issue.

**Discussion and Questions followed**

## REPORTS

**Administrative Reports-** by Patrick Newman and Ramona Chavez

- WIA/TANF has begun discussion on resource sharing and hope to have a plan in place by the end of October.
- Ramona Chavez gave the Committee a brief performance report of the WCCNM program. The WCCNM is meeting or exceeding all negotiated performance measures.
- The Board Planning Retreat is scheduled for September 22, 2005, time and location information will be emailed to the Board at a later date.

**Committee Reports-**

- **Youth Council-** by Mary Lee Martin
  - The next scheduled meeting is September 8, 2005.
- **Performance and Monitoring-** by Virginia Murphy
  - The Committee has been meeting on a monthly basis to review performance measures and benchmark report from YDI and DOL.
  - The Committee meets the second Wednesday of each month.
- **Training and Service Provider-** by Judy LeJeune
  - The next meeting has been rescheduled for September 9, 2005.
- **Business Outreach Committee-** by Patrick Newman for Jeff Armijo
  - This Committee meets the fourth Thursday of each month.

**John Sapien gave State Board meeting highlights:**

- New Mexico is in the lower percentile of the nation in performance measures, however, the Central Region is the leader in New Mexico.
- There may be a change in the branding of One-Stops, they may be referred to as New Mexico Workforce Connection and not as One-Stops.
- OWTB has released a guide to identify and brand One-Stops for the local regions.

- The State Board has approved funding to use WorkKeys as the assessment to be used for WIA participants.
- The financial reconciliation has been completed by Irene Garcia and copies are available.

## **PUBLIC COMMENT**

**Public Comments-** None

## **ADJOURNMENT**

**Adjournment-** 9:53 a.m.

### **Next Meeting-**

**Date:** October 6, 2005

**Time:** 7:45 am

**Location:** Mid-Region Council of Governments

**A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper, NW, Albuquerque, NM 87102**